



June 2017 Payroll Planning Calendar



Monday	Tuesday	Wednesday	Thursday	Friday
			1 <u>5B Biweekly Payroll</u> ➤ FINAL CALC/CONFIRM AT NOON ➤ Funding changes must be entered by Noon May Unclassified Paydate	2 Review 5B Payroll Register Run Student Assist Enrollment for Summer & Monitor UW Madison Grad Assist Reports Deadline for FY16 Funding entry to avoid budget or rollover entry
5 Run International Student Hours Worked Query Funding entry locked	6	7 Funding entry locked until Budget Import & Funding Rollover has been completed – watch for email announcement of completion.	8 5B Biweekly Paydate	9
12 <u>6A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Run Pending Absense Report</u> ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report	13 <u>6A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Run Pending Absense Report</u> ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports	14 <u>6A Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports New Hires/changes for June Unclassified payroll must be entered in JEMS	15 <u>6A BIWEEKLY Payroll</u> ➤ FINAL CALC/CONFIRM AT Noon ➤ Funding changes must be entered by Noon Run International Student Hours Worked Query Lump payment need to be approved and entered	16 Review 6A Payroll Register
19 <u>6M Monthly Payroll</u> ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports ➤ Run Student Assist Enrollment for Summer & Monitor UW Madison Grad Assist Reports – <u>contact CoE Payroll if enrollment issues</u>	20 <u>6M Monthly Payroll</u> ➤ Review Uncl Edit, Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports Unclassified Leave Reports should be entered into HRS	21 <u>6M Monthly Payroll</u> ➤ UNCLASSIFIED FINAL CALC/CONFIRM AT NOON ➤ Unclassified funding changes for June must be entered by Noon Run Reports for July EJED Query, Pending Future Action, Funding Becoming Inactive, Monthly Payroll Edit Checksheet with Funding for all Jobs, Placeholder	22 <u>Review 6M Payroll Register</u> ➤ Review Payroll Edit Totals ➤ Run Monthly Deductions Comparison Report 6A Biweekly Paydate	23 <u>**Early 6B Biweekly Deadline**</u> ➤ Timesheet Entry/ Exceptions/ Approvals ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports
26 <u>6B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Run Pending Absense Report</u> ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Report	27 <u>6B Biweekly Payroll</u> ➤ Timesheet Entry/ Exceptions/ Approvals/Review Payroll Edit ➤ <u>Run Pending Absense Report</u> ➤ Run No Appt Lvl Funding & Funding Edit Error Inquiry Reports CoE Payroll Forum 10:30 a.m. 3609 Engineering Hall	28 <u>6B BIWEEKLY Payroll</u> ➤ **Early 5A FINAL CALC/CONFIRM AT NOON** ➤ Funding changes must be entered by Noon	29 Review 6B Payroll Register Run International Student Hours Worked Query	30 June Unclassified Paydate

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PAYROLL CALENDAR:
<https://uwservice.wisc.edu/payroll-calendar.php>
 Calendar subject to change.